

VISITING RULES (VISITING PRISONERS) (AS OF MARCH 17, 2009)

ALL PERSONS ENTERING THE CLINTON COUNTY JAIL BUILDING ARE SUBJECT TO SEARCH. THIS INCLUDES ALL PERSONS VISITING PRISONERS OR SHERIFF'S DEPARTMENT PERSONNEL.

- 1) Visiting days and times are as follows:
 1. Federal male inmates:
Sunday from 1:00 PM until 5:00 PM
Tuesday from 1:00 PM until 5:00 PM
 2. Federal female inmates:
Sunday from 5:00 PM until 6:00 PM
Tuesday from 5:00 PM until 6:00 PM
 3. All other male inmates:
Saturday from 1:00 PM until 5:00 PM
Tuesday from 1:00 PM until 5:00 PM
 4. All other female inmates:
Saturday from 5:00 PM until 6:00 PM
Tuesday from 5:00 PM until 6:00 PM
- 2) Inmates are allowed either 2 twenty minute visits or 1 forty minute visit per week. The visiting week runs from Sunday to Saturday (each Sunday starts a new week). There is no splitting up a visit between visitors. Each new person is a new visit. It does not matter if the person visits for 5 minutes and then leaves and another visitor comes in and visits for 5 minutes and leaves. The inmate has had their 2 visits for the week. Periodic imprisonment inmates ("Weekenders") are not permitted visitors.
- 3) Children under the age of 12 are not counted as a visitor. They must be accompanied by an adult while visiting. The adult will be held responsible for behavior of the child.
- 4) Children may not be left unattended in the waiting area. Disruptive children will cause a visit to come to an end unless there is another adult to supervise the child.
- 5) Visitors and inmates must be properly clothed and must remain so at all times. Any attempts to expose any inappropriate body parts (such as breasts, genitalia, or buttocks) will result in the visit ending immediately and the visitor being barred from visiting for 30 days for the first offense. Any further incidents will result in offender being barred for longer periods of time and possibly indefinitely if incidents continue.
- 6) Inmates will be permitted to consult with their attorney in private during regular business hours. Any request for attorney visits other than during normal business hours (8am - 4pm Monday through Friday) must be approved in advance and will be at the convenience of the correctional staff. Attorneys will not normally be allowed to visit during regular visiting hours due to security and lack of privacy and space. All attorneys

will be expected to produce their bar card along with proper government-issued photographic identification. Any person claiming to be an attorney requesting an attorney visit who cannot provide a bar card and proper identification will not be allowed to visit and a report will be forwarded to the Correctional Sgt. Federal inmates attorney visits must be by the attorney of record on file with the U.S. Marshal's Service. Contact attorney visits for federal prisoners must be approved by the U.S. Marshal's Service ahead of visit.

- 7) Inmates will be permitted a visit with a bona fide member of the clergy or other professional as necessary. Time and date must be approved by and at the convenience of jail staff. Visits with clergy, attorney, or other professionals will not affect your normal visiting privileges.
- 8) Family members who happen to be members of the bar or members of the clergy, etc. cannot visit at times other than regular visiting hours by claiming attorney or clerical privilege unless they are the attorney of record.
- 9) Contact visits may be allowed under certain circumstances. All requests for contact visits must be submitted in writing to the Correctional Sgt. and must be approved by the Correctional Sgt. Request must include the reason for the contact visit. Requests for federal prisoners must be approved by the U.S. Marshal's Office.
- 10) All visitors are subject to search by correctional staff. Normally this will be done by use of a metal detection wand but may include a pat down or frisk search. All visitors will also be checked by dispatch for warrants and to be sure that they are not a respondent in any order of protection involving the inmate they are attempting to visit.
- 11) No one will be allowed to visit without producing a valid government-issued photographic identification. Photo ID's that can be purchased in a retail store or through the mail or internet are not acceptable.
- 12) Any visitor who is found to be wanted or who is found in possession of any illegal item(s) are subject to arrest.
- 13) Any visitor who is found to be the respondent or a protected person in any order of protection involving an inmate they are attempting to visit will be denied the visit and a report will be forwarded to the Correctional Sgt.
- 14) Prisoners may refuse a visit from any visitor for any reason.
- 15) All visits will be conducted in the visiting area and prisoner will be handcuffed to the counter.
- 16) All visitors must fill out a visitor registration form. Completed form will be given to dispatch by the visitor and dispatch will check the visitor via LEADS and NCIC. Dispatch will give the correctional staff the registration form and the computer readout when the C/O comes to the lobby to take the visitor to the visiting area.
- 17) Inmates may receive only the following during visiting periods:

1. Money may be received from visitors on visiting day. Monies must be in form of a money order and must have inmate's name on it and the amount. Cash will not be accepted.
- 18) Notes, letters, or other mail will not be passed to an inmate from a visitor. The only exception is official forms that must be signed by the inmate. In those cases the correctional officer will have the inmate sign forms in the officer's presence and then return the forms to the visitor.
- 19) An inmate who has been sentenced to prison or is leaving the jail and wishes to release his property to a visitor may do so. A release form will be completed. The inmate, the visitor, and the releasing correctional officer will all sign the release form and a copy will be made for the inmate and a copy will be put in the inmate's booking folder.
- 20) All visitors under the age of 17 will be accompanied by an adult while visiting. If the minor is between 13 and 17 years old and the adult is not actually visiting the prisoner but is just accompanying the minor, then the adult does not count as one of the prisoner's visits for that week. However both will still be logged into visiting, must complete the visitor registration form and will be checked through LEADS/NCIC. If an inmate is being visited by a minor, both the inmate and the minor will be run through LEADS/NCIC to verify that the minor is not a missing or wanted person or a protected person in any order of protection issued against the inmate.

VISITOR REGISTRATION

NAME: _____
Last Name, First Name, Middle Initial

DATE OF BIRTH: _____

ADDRESS: _____
Street City State Zip

PHONE: (_____) _____

VEHICLE INFORMATION _____
License, Make/Model, Year

INMATE'S NAME: _____

YOUR RELATIONSHIP TO INMATE: _____

DATE OF VISIT: _____

TIME OF VISIT: _____

KEY NUMBER: _____